

AUDIO-VISUAL SPECIALIST (TECHNICAL)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: July 22 - 23, 2002

Collective Bargaining Identification: R01

Job Analysis Conducted By: Connie Arjil, Staff Services Manager I,
Personnel Examining Section
Mary Sue Bautista, Staff Services Manager I
Personnel Examining Section

Number of Incumbents: There are two incumbents in this classification per Department of Corrections Alpha List of all Department Employees Report dated April 30, 2002.

Names of the Subject Matter Expert(s) and their background:

CHRIS STRATTAN, AUDIO-VISUAL SPECIALIST (TECHNICAL), OFFICE OF DEPARTMENTAL TRAINING

Mr. Strattan has worked for the Department of Corrections for 14 years as an Audio-Visual Specialist (Technical). He has many years of outside experience in this field.

NOTE: A Subject Matter Expert at the supervisor level was not utilized in this job analysis due to the lack of expertise.

Audio-Visual Specialist (Technical) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- California Department of Corrections (CDC) Duty Statement
- State of Illinois Specification
- State of Kansas Specification
- State of Kentucky Specification
- State of Washington Specification
- State of New Jersey Specification

Other sources were viewed for information (e.g. CDC Personnel Operations, CDC Equal Employment Opportunity Office, States of Delaware, Vermont, Oregon, Arizona, County of Sacramento, California); however, the information was not relevant to the job analysis and therefore not included.